

**FINANCE AND CIVIC DEVELOPMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: INSTALLATION OF HIGH DENSITY SHELVING AT THE CITY OF  
BURNABY ARCHIVES**

**RECOMMENDATION:**

1. THAT Council approve an expenditure of Gaming Funds in the amount of \$174,000 plus HST for the installation of a high density shelving system at the City of Burnaby Archives.

**REPORT**

The Finance and Civic Development Committee, at its meeting held on 2010 September 30, received and adopted the attached report from the Community Heritage Commission seeking Council's approval for funding for the installation of a high density shelving system at the City of Burnaby Archives.

Respectfully submitted,

Councillor D. Johnston  
Chair

Councillor N. Volkow  
Vice Chair

Councillor C. Jordan  
Member

Copied to:	City Manager Deputy City Manager (C. Turpin) Director Finance Chief Librarian Director Planning and Building Director Parks, Recr. & Cult. Services Fire Chief Chief Building Inspector
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**TO:** CHAIR AND MEMBERS  
COMMUNITY HERITAGE COMMISSION

**DATE:** 2010 August 05

**FROM:** CITY CLERK

**FILE:** 5650-20  
*Reference: High Density Shelving*

**SUBJECT: INSTALLATION OF HIGH DENSITY SHELVING AT THE CITY OF BURNABY ARCHIVES**

**PURPOSE:** To request approval for funding for the installation of a high density shelving system at the City of Burnaby Archives

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**RECOMMENDATIONS:**

1. **THAT** Community Heritage Commission request approval for an expenditure of Gaming Funds in the amount of \$174,000 plus HST for the installation of a high density shelving system at the City of Burnaby Archives.
2. **THAT** this report be referred to the Finance and Civic Development Committee for consideration.

**REPORT****1.0 Background**

The City of Burnaby Archives opened in the new McGill Library in 2001 and functions as a Division of the Office of the City Clerk. The revised mandate of the Archives as adopted by Council on 13 August 2001 and revised 18 September 2006 is to identify, acquire, preserve and make accessible archival material in the form of civic and private records documenting the history of the City of Burnaby.

The Archives is the official repository for all inactive civic records of permanent administrative, legal, fiscal, historical, evidential and/or informational value to the City of Burnaby. Archival material is preserved as evidence of the functions, legal rights, obligations, policies, decisions, procedures, accountabilities, and operations of the City.

It is the responsibility of the City Archives to ensure the preservation and accessibility of the City's archival records, which are identified for permanent retention through the archival and records management process. The Archives provides proper facilities, environment and resources to preserve the archival material in its care in perpetuity.

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From: City Clerk  
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Private or non-governmental records that compliment the official city records and/or enhance our understanding of the history and development of Burnaby are also acquired and preserved by the Archives. Private records include those of elected civic officials, those of boards and commissions related to the administration of the City and those of other organizations and individuals that detail the history of the City.

In the past nine years, the Archives has fulfilled these roles with the transfer of over 500 meters of textual records to its facility located within the McGill Branch library. Transfers have been made from every City department and have helped staff at City Hall alleviate some of the ongoing records storage issues within the City Hall complex. This has also enabled staff to make official City records available and accessible to the public via the Archives' ongoing scanning and digitization initiatives. Currently, an index of all Council minutes and reports dating back to 1934 can be searched online with full-text versions of the documents available from 1980 to the present. All City Bylaws, dating back to 1892, are also available as full-text pdf documents online as are descriptions and finding aids for all files and records in our holdings.

In addition, the Archives has supported the protection and preservation of the City's documentary heritage by way of its expanded collections mandate and the incorporation of the Burnaby Historical Society Community Archives collections into the City's holdings. This transfer saw over 100 meters of textual records and over 10,000 photographs moved to the Archives facility in 2007. Building on these developments, in 2008 the award-winning Heritage Burnaby website was launched which allowed unprecedented access to the City's heritage collections for our citizens and the general public. The Heritage Burnaby website projects have received local, national and international attention for their groundbreaking work in providing immediate and innovative methods of disseminating and promoting our local and collective history.

## **2.0 Storage Requirements**

As our resources have expanded, so too did the demand for service – demand for both research services and for use as a records repository. As a result, the Archives is now facing pressure to increase its current storage capacity. At present time, the storage capacity has reached approximately 90% and it is expected that it will be at 100% by the end of 2011. In order to alleviate this pressure, it is recommended that a new compact shelving and storage system be purchased and installed to provide for the ongoing operation of services at the City Archives. The proposed high density storage and shelving system will increase the current capacity in the McGill library location by approximately 75%, with no need to alter the building footprint or occupy any new space. The high density storage system allows for maximum use of our current storage area and would adhere to the adopted principles outlined in Burnaby's Sustainable Purchasing Objectives. Compact or mobile shelving is the most efficient of all storage equipment in terms of optimizing space and is a preferred choice over more traditional storage units. To date, staff have consulted with the Building Department and the architects responsible for the construction of the library building and have determined that the current storage area appears suitable for the installation of compact shelving, with the concrete slab having been

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installed to withstand the estimated weight-load in anticipation of the need for this type of shelving. In addition, the installation of mobile shelving units would allow for uninterrupted service without the need to secure additional space for the archives for another 5-7 years.

The installation of the shelving would ideally be done as one project that would see the entire unit installed at one time, and fortunately, the City will be able to realize significant cost savings as the current stand-alone shelves can be recycled and converted for use on the new mobile system.

Anticipated costs for the project have been estimated at \$174,000 and it is proposed that the project be funded by the use of Gaming Funds consistent with Council's adopted guidelines.

Platform and carriages (total installation)	\$150,000
Consultation fees (architect/engineer)	\$ 6,000
Staff/Storage fees for temporary move of archives	\$ 2,000
Contingency (10%)	\$ 16,000
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Total estimated price ( <i>exclusive of HST</i> )	\$174,000

If approved, staff will work with the City's Purchasing Department during the Fall 2010 to prepare detailed tender documents and will select an appropriate vendor to complete this installation by mid-2011.

#### **4.0 Conclusion**

Compact storage systems offer the best, most efficient solution to the ongoing storage needs of the City. The proposed system is a cost effective and environmentally responsible means of securing our documentary heritage and allowing for the continued provision of services to the public and the City. In this regard, it is recommended that the Community Heritage Commission request Council approval for the use of Gaming Funds in the amount of \$174,000 to finance the purchase and installation of high density compact shelving units at the City Archives.

Debbie Comis,  
CITY CLERK

cc: City Manager  
Deputy City Manager (C. Turpin)  
Director Finance  
Chief Librarian  
Director of Planning and Building  
Director Parks, Recreation and Cultural Services  
Fire Chief  
Chief Building Inspector